

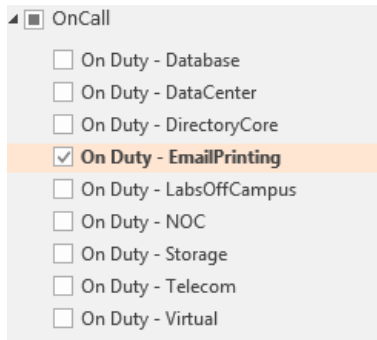
On Call Calendar Change

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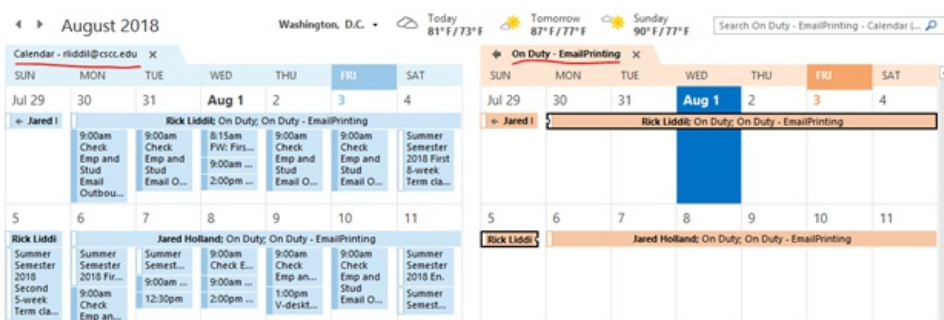
Changing your on-call rotation with someone in the Calendar:

*****Note: You must make the change in the actual shared calendar for it to show everyone else – NOT your personal calendar*****

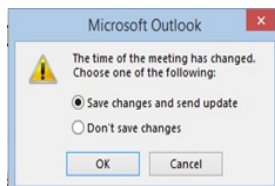
- In your Outlook client – go to 'Calendars'
- Scroll down on the left hand side to 'OnCall' and select the On Duty group you are part of:



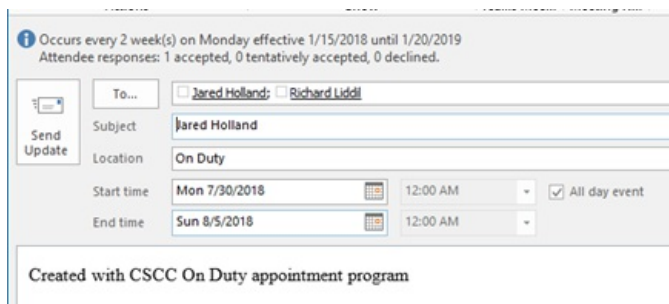
- Now, you will see both your personal calendar as well as your On Call calendar:



- In this example, I'm going to change my rotation with Jared.
- You want to click on the bar with your name in it and change the name to your switching with (note: there are many ways to do this, in this case just click on the bar, change the name, click outside of the change, and the following will appear:



- Click 'OK'
- Then the following will appear:



- Click 'Send Update'

- Now do the same with the other name. This will update across the board. So now you will see the change in your personal calendar:

The image shows two side-by-side calendar windows from August 2018. The left window is titled 'Calendar - rliddil@csc.edu' and shows a calendar for Jared Holland. The right window is titled 'On Duty - EmailPrinting' and shows a calendar for Rick Liddil. Both calendars show dates from July 29 to August 11. The left calendar has a blue header and shows events for Jared Holland, including 'On Duty - EmailPrinting' on August 1 and 2, and 'Summer Semester 2018 First 8-week Term cla...' on August 3. The right calendar has a green header and shows events for Rick Liddil, including 'On Duty - EmailPrinting' on August 1 and 2, and 'Summer Semester 2018 En. Semest...' on August 3. The top of the image shows weather information for Washington, D.C. and a search bar.

Posted by: [Rick Liddil](#) - Aug 3, 2018 at 11:03 AM. This article has been viewed 296 times.

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